



Mid-Pay Period Appointments



This document explains how to correctly pay a salary employee that was appointed or rehired any day other than the beginning of the pay period and has leave without pay in their first pay period.

In this example a 40 hour per week salaried employee was appointed effective 9/7/14 who has a semi-monthly salary of \$1,021.39.

IT0000 Actions

| Start Date | End Date | Act. | Action Type | ActR | Reason for action |
|------------|------------|------|-------------|------|---------------------------|
| 09/07/2014 | 12/31/9999 | Z1 | Appointment | 02 | Appointment up to Midp... |

Enterprise Structure

| | | | | | |
|-------------|----|---------------|----------------|------|-------------|
| EE group | A | 18A | Personnel area | 0001 | Executive |
| EE subgroup | 01 | ASC Salary 40 | Pers. subarea | 1001 | FT N-Exempt |

IT0008 Basic pay

| STy | Start Date | End Date | T.. | P... | PS group | Lv | Amount | Curr... | Annual salary |
|-----|------------|------------|-----|------|----------|----|-----------|---------|---------------|
| 0 | 09/07/2014 | 12/31/9999 | 02 | 01 | 09 | 00 | 1,021.390 | USD3 | 24,513.400 |

If the employee was appointed or rehired any day other than the 1st or 16th of the month **and has leave without pay** KHRIS will base the employee's wages for their first pay period on the number of scheduled hours from their hire date (48 hours in this example) instead of the core hours for the pay period (88 hours in this example).

| A/... | W... | Accou... | Unit | Ac... | Lo... | Crcy | Total | SU | 09/07 | MO | 09/08 | TU | 09/09 | WE | 09/... | TH | 09/11 | FR | 09/12 | SA | 09/13 | SU | 09/14 | MO | 09/15 |
|-------|------|----------|------|-------|-------|------|-------|----|-------|----|-------|----|-------|----|--------|----|-------|----|-------|----|-------|----|-------|----|-------|
| | | | | | | | 216 | | 24 | | 24 | | 24 | | 24 | | 24 | | 24 | | 24 | | 24 | | 24 |
| | | | | | | | 48 | | 0 | | 8 | | 8 | | 8 | | 8 | | 8 | | 0 | | 0 | | 8 |
| 1REG | | | | | | | 42.50 | | | | 6 | | 8 | | 8 | | 8 | | 4.50 | | | | | | 8 |
| LNPA | | | | | | | 5.50 | | | | 2 | | | | | | | | 3.50 | | | | | | |

Incorrect proration

\$1,021.39 semi-monthly salary
 / 48 pay period hours
 \$21.2789 incorrect pay period hourly rate

Correct proration

\$1,021.39 semi-monthly salary
 / 88 pay period hours
 \$11.6067 pay period hourly rate

As a result of the incorrect proration the employee will be overpaid. Below is an example of how the employee will be overpaid if the wages are not adjusted.

Amount Paid to employee

\$21.2789 pay period hourly rate
 X 42.50 (hours worked or on paid leave)
 \$904.36 incorrect pay period salary

Amount owed to employee

\$11.6067 pay period hourly rate
 x 42.50 (hours work or on paid leave)
 \$493.28 correct pay period salary

In order to make sure the employee is paid correctly you will have to process a negative IT0015, wage type 3009 Retro adjustment to subtract the amount the employee will be overpaid **prior** to final payroll running for their first pay period.

To calculate the negative amount for the IT0015 you would subtract the incorrect proration amount from the correct proration amount (see below).

Overpayment (amount of negative wage type 3009)

\$493.28 Amount owed to employee


-\$904.36 Amount to be paid to employee












-\$411.08

IT0015 wage type 3009 Retro Adjustment (**date of origin should be the last day of the employee's first pay period**)

| 0015 Additional Payments | |
|--------------------------|-----------------------|
| Wage Type | 3009 Retro Adjustment |
| Amount | 411.08- USD Ind.val. |
| Number/unit | |
| Date of origin | 09/15/2014 |
| Default Date | |
| Assignment Number | |
| Reason for Change | |

The maintain text feature in IT0015 wage type 3009 retro adjustment should be used to make note of the reason for the negative retro-active adjustment as seen below.

 **Infotype Text**

Infotype Text

1

Negative 3009 retro active adjustment in the amount of -\$411.08

2

processed to offset overpayment for employee appointed or rehired in

3

the middle of the pay period that had leave without pay.